

**Personnel Board
December 8, 2015
Room 116**

PRESENT: Al DeNapoli, John Sheppard, Ann Ragosta, Joe Moraski

ALSO PRESENT: Cliff Snuffer, Jim Johnson, Tom Gregory

Mr. Johnson explained that the purpose of this meeting is to discuss the salary amount for Ms. Danielle Sicard whom the Board of Selectmen has appointed as the new Town Clerk. Mr. Johnson explained that he and Mr. Snuffer had met to discuss the matter and that the recommendation is for Ms. Sicard to start at P-7, step 5 (\$71,349 / year).

It was explained that there will be a 1-year probationary period for Ms. Sicard as there is for all non-union full-time personnel. It will be required as a condition of employment that Ms. Sicard be bonded. Ms. Sicard will be hired to work a 35-hour week as an exempt employee and will be eligible for compensatory time off for hours worked over 40. Under Personnel By-law Article 13, section d - Will recognize 5 years of prior service for vacation purposes only. She will be eligible for 3 week vacation upon her first anniversary. The Town will pay Ms. Sicard over her annual salary a \$1,000 stipend for maintaining her certification as a Certified Municipal Clerk. (The Town similarly pays the Finance Director and Town Accountant each a \$1,000 stipend for maintaining respective certifications.) Ms. Sicard will not receive additional pay for serving as the clerk of the Board of Registrars.

On a **motion** by Mr. Moraski, **second** by Mr. Sheppard, the Board **voted (4-0)** to approve a salary of P-7, step 5 (\$71,349) for Ms. Sicard and to approve the terms of hire as described above with a start date no later than December 28, 2015.

There was no other business.

The meeting adjourned at 7:25 PM.

Respectfully submitted,

Thomas Gregory
Assistant Town Administrator